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ROUTING AND RECORD SHEET

DDA-83-4600

SUBJECT: (Optional)

Transfer of JPRS Printing Support Responsibilities

OAM
T-6FROM: Daniel C. King
Director of Logistics

EXTENSION

NO.

OL 11165-83

DATE

20 SEP 1983

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. [Redacted]
Director, Foreign
Broadcast Information2. Service, DDS&T
1013 Key Bldg.3. Deputy Director for
Science and Technology
6E60, Hqs.

4.

5. Deputy Director for
Administration
7D24, Hqs.

6.

7. C/P&PD/OL
158 P&P Bldg.

8.

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13.

14.

15.

1. Signature

3. Approval

5. Approval

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MEMORANDUM FOR: Deputy Director for Science & Technology
Deputy Director for Administration

FROM:

Director, Foreign Broadcast Information Service

Daniel C. King
Director of Logistics

SUBJECT: Transfer of JPRS Printing Support
Responsibilities

1. Attached for your approval is a Memorandum of Agreement (MOA) that transfers responsibility for supporting all Joint Publications Research Service (JPRS) printing production requirements to the Office of Logistics, Printing and Photography Division (OL/P&PD). This agreement is the result of a feasibility study that was jointly undertaken by OL/P&PD and the Foreign Broadcast Information Service, System Development Staff (FBIS/SDS).

2. The study concluded that it is both feasible and practical for OL/P&PD to assume the JPRS printing production responsibilities. That conclusion was based on the following facts:

- a. P&PD has the capability/versatility to provide consumers with a high-quality JPRS product in a timely fashion.
- b. There will be a minimal annual Agency cost savings/avoidance in excess of \$45,000.
- c. This action will provide a better opportunity for developing and implementing an automated JPRS publishing system which will result in even a higher quality product.

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SUBJECT: Transfer of JPRS Printing Support Responsibilities

- d. This consolidation of efforts provides the Agency with better overall management and support of Agency printing requirements, which will result in better personnel, equipment, and space utilization.
- e. JPRS printing personnel will be provided a better career path with more opportunities for advancement and a chance to learn a variety of job skills which will provide greater overall job satisfaction.

3. Based on the conclusions and facts outlined above, the study recommended that P&PD assume the responsibility for supporting all JPRS printing production requirements. It further recommended that FBIS/JPRS transfer to P&PD 13 positions, all printing production equipment, and the FY 1984 and FY 1985 funding that is currently programmed to support printing production requirements. It is also recommended that a joint P&PD/JPRS task team be assigned to develop and document an overall implementation plan. If work begins immediately on the implementation plan, the transfer of responsibilities can be completed by 31 December 1983.

4. With your approval, a task team will be formed and implementation of the recommendations will begin thereafter. Chief, OL/P&PD Plans, Programs and Systems Staff (PP&SS), will be the senior representative for O/L and Donald E. Oeschger, Chief, JPRS, will be the senior representative for FBIS.

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Daniel C. King

13 Oct. 83

Date

20 Sept

Date

Attachment:
As stated

SUBJECT: Transfer of JPRS Printing Support Requirements

Approved:

[Redacted Signature]

Deputy Director for Science & Technology

17 OCT. 83

Date

Approved:

[Redacted Signature]

Deputy Director for Administration

20 OCT. 83

Date

Memorandum of Agreement

Between

The Deputy Director for Administration,
Office of Logistics, Printing and Photography Division

and

The Deputy Director for Science and Technology,
Foreign Broadcast Information Service,
Joint Publication Research Service

on

The Printing Production Support for the
Joint Publication Research Service Publications

A. Purpose

The purpose of this memorandum is to document agreements on the transfer of the Foreign Broadcast Information Service's Joint Publication Research Service (FBIS/JPRS) printing production support function to the Office of Logistics' Printing and Photography Division (OL/P&PD).

B. Background

The agreements outlined in this memorandum are a result of recommendations in a joint feasibility study undertaken by OL/P&PD and the FBIS System Development Staff (SDS). The agreements, when approved and implemented, will relieve FBIS/JPRS of all printing production responsibilities for their publications and will require that OL/P&PD assume those responsibilities and provide that support with no degradation in service. There are overall benefits to the Agency in this transfer of responsibilities. These benefits include: 1) a higher quality JPRS product; 2) an overall annual cost savings/avoidance in excess of \$45,000; 3) better overall management and support of Agency printing requirements which will result in better personnel, equipment, and space utilization; 4) a better opportunity for developing and implementing an automated JPRS publishing system; and 5) a better career path for JPRS printing personnel.

C. Agreements

In order to transfer the FBIS/JPRS printing support function to OL/P&PD and to assure that all FBIS/JPRS printing requirements are met with no degradation in service, the following agreements have been reached:

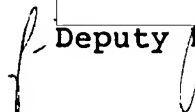

1. The Foreign Broadcast Information Service, Joint Publications Research Service will:
 - a. Transfer thirteen JPRS printing production support positions with present incumbents that have or can pass Agency clearances to OL/P&PD. One exception is Ms. Beatrice Tucker, who will remain at JPRS.
 - b. Transfer all equipment that supports the JPRS printing production requirements which was in use as of 31 July 1983 to OL/P&PD.
 - c. Transfer all FY 1984 and FY 1985 operational funds to OL/P&PD that are allocated to JPRS for printing support.
 - d. At the time of full implementation, transfer all remaining JPRS printing supplies to OL/P&PD.

- e. Continue to support storage of and servicing requests for previously printed JPRS reports.
 - f. Provide OL/P&PD with current distribution lists for all publications and also provide updates to those lists as required.
 - g. Provide OL/P&PD with camera-ready copy and a work order/requisition detailing printing requirements/volumes for each publication submitted.
 - h. Contact the OL/P&PD Photography Branch for support to JPRS on-site photographic requirements and follow up all contacts with a work order/requisition.
2. The Office of Logistics Printing and Photography Division will:
- a. Assume full responsibility for printing and dissemination support for all JPRS publications and requirements. The publications include, but are not limited to, ad hoc issuances such as specialized reports, reprints, reference aids, newsletters, glossaries, handbooks, and supplements. OL/P&PD will also print and disseminate JPRS biographic cards for the Office of Central Reference, DDI.
 - b. Provide printing positions for those JPRS personnel transferred to the Division.
 - c. Support JPRS requirements for printing copyright and For Official Use Only material.
 - d. Support all JPRS photographic and graphics requirements for JPRS reports and any additional requirements currently supported by the JPRS photographer.
 - e. Make no changes in the format or appearance of JPRS publications without prior approval.
 - f. Provide a 48-hour (from time of receipt) job throughput time for JPRS serial publications. Documents will be printed on a first-in/first-out basis in the order they are received.
 - g. Cooperate and work with FBIS/JPRS in the development of a compatible distribution change system. Distribution changes will be effected on a weekly basis.



- h. Provide JPRS with a medium volume copier that will be used to support any remaining administrative copying requirements.
- i. Support JPRS automation efforts in terms of electronically receiving data and typesetting and printing it within the Division. P&PD will support pilot tests in the near term and provide overall support in the future.
- j. Provide all FY 1986 and future funding for support to JPRS printing production support requirements.

Upon approval of this MOA, OL/P&PD and FBIS/JPRS will prepare a joint implementation plan for the transfer of functions and responsibilities. The plan will call for a phased implementation with completion on or about 31 December 1983.

Approved:



Deputy Director for Science and Technology

17 Oct. 83
Date



Deputy Director for Administration

20 Oct. 83
Date